



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

September 7, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
ESTABLISH CAPITAL PROJECT, APPROVE PROJECT BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
AWARD ARCHITECTURAL/ENGINEERING AGREEMENT  
FOR THE HUBERT H. HUMPHREY COMPREHENSIVE HEALTH CENTER  
URGENT CARE EXPANSION PROJECT  
SPECS. 7074; CAPITAL PROJECT NO. 87092  
(SECOND DISTRICT) (3 VOTES)**

**SUBJECT**

Establish Capital Project No. 87092, approve the project budget and related appropriation adjustment, and award the Architectural/Engineering (A/E) Agreement to provide design services for the Hubert H. Humphrey Comprehensive Health Center Urgent Care Expansion Project.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Establish Capital Project No. 87092 for the Hubert H. Humphrey Comprehensive Health Center Urgent Care Expansion Project with a project budget of \$7,836,000.
2. Approve an appropriation adjustment to transfer \$950,000 from the Designation for Capital Projects/Extraordinary Maintenance to Capital Project No. 87092 to supplement the Fiscal Year 2010-11 appropriation and fully fund the Hubert H. Humphrey Comprehensive Health Center Urgent Care Expansion Project.

*"To Enrich Lives Through Effective And Caring Service"*

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Intra-County Correspondence Sent Electronically Only***

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

3. Award and authorize the Director of Public Works to execute an Architectural/Engineering Agreement to provide design/scoping documents and support services with Morris Architects for a \$375,000 not-to-exceed fee.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will establish the Hubert H. Humphrey Comprehensive Health Center Urgent Care Expansion Project (Humphrey Urgent Care Expansion Project) and authorize design.

#### **Background**

The Humphrey Comprehensive Health Center is an existing 143,000-square-foot building constructed in 1976. The facility operates as a satellite clinic within the Harbor-UCLA Metro Care service area to deliver health care to the local community.

On July 8, 2008, your Board approved the General Improvement Project (Capital Project 86949), which included much needed upgrades to the existing 1st Floor entry and lobby, 2nd Floor waiting area, cafeteria, exterior facade, exterior lighting, and Americans with Disabilities Act (ADA) improvements to all restrooms, parking areas, and sidewalks. Approximately 80 percent of the work in the public areas, such as the entry/lobby and waiting rooms are complete and upgrade of the remaining restrooms is currently scheduled to be completed in October 2010.

Further improvements are required for the Humphrey Comprehensive Health Center. The cooling system is unreliable and prone to outages, which compromise patient and staff safety and comfort. The facility is currently relying on a rented temporary chiller. Additionally, the urgent care center and waiting area are not configured efficiently to handle the current patient volume.

The proposed Humphrey Urgent Care Expansion Project includes remodel of the urgent care service to promote more efficient operation, expansion of the waiting room, remodel of the exam room spaces to improve patient flow, remodel of the phlebotomy stations, domestic water repipe, replacement of a chiller to provide reliable cooling and a safe/comfortable environment for patients and staff, upgrades to the existing security office, addition of a chemical fire suppression system in the main information technology room, and a parking deck to accommodate the increased urgent care capacity.

Upon establishment of the project, the Department of Public Works (Public Works) will utilize the Board-approved design-build process to prepare scoping documents and then issue the Request for Proposals for the project. Upon determination of the

apparent Best Value Proposer, Public Works will undertake negotiations of the final terms and contract amount, including a reasonable design completion allowance, and then return to your Board to recommend award of a Design-Build Agreement for an amount consistent with the approved project budget. Since there is an urgent need to replace the chiller and the equipment has a long lead time for procurement, a Job Order Contract (JOC) will be used to expedite the chiller replacement.

### **Sustainable Design Program**

In accordance with your Board's Sustainable Design Program, Public Works will work during the design phase to incorporate sustainable design features as part of the projects to the greatest extent feasible.

### **Implementation of Strategic Plan Goals**

The Humphrey Urgent Care Expansion Project meets the Countywide Strategic Plan Goals of Children, Family, and Adult Well-Being (Goal 2) and Community and Municipal Services (Goal 3), by providing high standards of healthcare to the residents of the County of Los Angeles.

### **FISCAL IMPACT/FINANCING**

The total cost of the Humphrey Urgent Care Expansion Project, including plans and specifications, plan check, construction, change orders, civic art allocation, consultant services, miscellaneous expenditures, and County services is estimated at \$7,836,000. The Project Schedule and Budget Summary are included in Attachment A.

The attached appropriation adjustment transfers \$950,000 from the Designation for Capital Projects/Extraordinary Maintenance to Capital Project No. 87092 to supplement the Fiscal Year 2010-11 appropriation of \$6,886,000 and fully fund the Humphrey Urgent Care Expansion Project. The project is funded with net County cost from the Second Supervisorial District and prior year fund balance.

### **Operating Budget Impact**

There will be no impact to Humphrey Comprehensive Health Center's operating budget upon completion of the proposed project.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

As required by your Board, the project budget allocates 1 percent of the construction costs to the Civic Art Fund per your Board's Civic Art Policy, adopted on December 7, 2004, and subsequently amended on November 18, 2008.

The A/E Agreement will be in the form previously reviewed and approved as to form by County Counsel. The proposed A/E Agreement will contain terms and conditions supporting your Board's ordinances, policies and programs, including but not limited to: County's Greater Avenues for Independence and General Relief Opportunities for Work programs (GAIN/GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles County Code Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and the standard Board directed clauses that provide for contract termination or renegotiation.

### **ENVIRONMENTAL DOCUMENTATION**

Approval of these actions is not subject to the California Environmental Quality Act (CEQA) because it can be seen with certainty that there is no possibility that the activities may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

The appropriate environmental documents will be completed prior to returning to your Board for award of the design-build contract.

### **CONTRACTING PROCESS**

Morris Architects has been selected using the Architectural Evaluation Board's accelerated architect/engineer selection process. An acceptable not-to-exceed fee of \$375,000 has been negotiated to deliver A/E scoping services for the Humphrey Urgent Care Expansion project.

On June 17, 2008, your Board adopted the County policy for design-build project delivery. The Request for Proposal and Evaluation process will be conducted in accordance with the adopted policy.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no significant impact on current County services or projects during the performance of these recommended actions, and the facility will remain fully operational during the construction process. Public Works will coordinate with Health Services to phase the construction to minimize any inconvenience to patients and staff.

**CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, Capital Projects Division; Public Works, Project Management Division I; and Health Services.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:GF:SK  
DJT:SW:zu

Attachments

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Health Services
- Public Works

September 7, 2010

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
ESTABLISH CAPITAL PROJECT  
APPROVE PROJECT BUDGET  
AWARD ARCHITECTURAL/ENGINEERING AGREEMENT  
FOR THE HUBERT H. HUMPHREY COMPREHENSIVE HEALTH CENTER  
URGENT CARE EXPANSION PROJECT  
SPECS. 7074; CAPITAL PROJECT NO. 87092**

**I. PROJECT SCHEDULE**

| <b>Project Activity</b>               | <b>Proposed Completion Dates</b> |
|---------------------------------------|----------------------------------|
| Project Scoping Documents             | 01/31/11                         |
| Chiller Replacement (JOC)             | 05/01/11                         |
| Award Design-Build Contract           | 08/02/11                         |
| Design                                | 12/01/11                         |
| Jurisdictional Approval (Incremental) | 05/15/12                         |
| Construction Substantial Completion   | 12/16/13                         |
| Acceptance of Project                 | 04/15/13                         |

September 7, 2010

## II. PROJECT BUDGET SUMMARY

| Project Activity                        | Project Budget     |
|---|--------------------|
| Land Acquisition                        | \$ 0               |
| Construction                            |                    |
| Design-Build Contract                   | \$3,890,000        |
| Job Order Contract                      | 560,000            |
| Change Orders                           | 723,700            |
| Departmental Crafts                     | 0                  |
| Youth Employment                        | 0                  |
| Construction Consultants                | 0                  |
| Misc. Expense                           | 210,000            |
| Telecomm Equip - Affixed to Building    | 0                  |
| Civic Art                               | 56,300             |
| Subtotal                                | \$5,440,000        |
| Programming/Development                 | \$ 15,000          |
| Plans and Specifications                | \$ 460,000         |
| Consultant Services                     |                    |
| Site Planning                           | \$ 0               |
| Hazardous Materials                     | 20,000             |
| Geotech/Soils Report and Soils Testing  | 0                  |
| Material Testing                        | 100,000            |
| Cost Estimating                         | 0                  |
| Topographic Surveys                     | 0                  |
| Construction Management                 | 0                  |
| Construction Administration             | 0                  |
| Environmental                           | 0                  |
| Move Management                         | 150,000            |
| Equipment Planning                      | 70,000             |
| Legal                                   | 0                  |
| Construction/Change Order               | 0                  |
| Other:                                  | 0                  |
| Subtotal                                | \$340,000          |
| Miscellaneous Expenditures              | \$ 25,000          |
| Jurisdictional Review/Plan Check/Permit | \$ 20,000          |
| County Services                         |                    |
| Code Compliance Inspection              | \$70,000           |
| Quality Control Inspection              | 420,000            |
| Design Review                           | 0                  |
| Design Services                         | 0                  |
| Contract Administration                 | 50,000             |
| Project Management                      | 616,000            |
| Project Management Support Services     | 70,000             |
| ISD Job Order Contract Management       | 0                  |
| DPW Job Order Contract Management       | 0                  |
| ISD ITS Communications                  | 80,000             |
| Project Security                        | 0                  |
| Project Technical Support               | 100,000            |
| Office of Affirmative Action            | 15,000             |
| County Counsel                          | 35,000             |
| Other:                                  | 80,000             |
| Subtotal                                | \$1,536,000        |
| <b>TOTAL</b>                            | <b>\$7,836,000</b> |

## COUNTY OF LOS ANGELES

## REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. 060]  
NO.

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

September 7, 2010

## AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2010-11

3 - VOTES

SOURCES

Designation for Capital Projects/Extraordinary Maintenance  
A01 - 3077  
Decrease Designation

USES

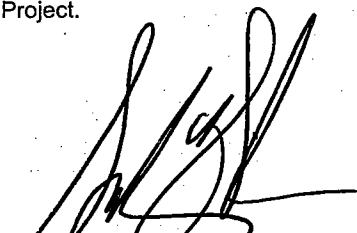
Capital Projects/Refurbishments  
Health Services  
Hubert H. Humphrey Urgent Care Expansion  
Capital Assets - Building and Improvements  
A01 - CP - 6014 - 65036 - 87092  
Increase Appropriation

SOURCES TOTAL: \$ 950,000

USES TOTAL: \$ 950,000

JUSTIFICATION

Transfer of \$950,000 to fully fund the Hubert H. Humphrey Urgent Care Project.

  
 AUTHORIZED SIGNATURE Sabra White

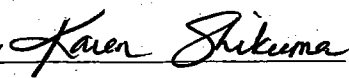
BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR --☐ ACTION☒ RECOMMENDATION

AUDITOR-CONTROLLER


B.A. NO. 016

BY

  
 Aug 23 20 10
☐ APPROVED AS REQUESTED☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

  
 Aug 25 20 10

SEND 6 COPIES TO THE AUDITOR-CONTROLLER